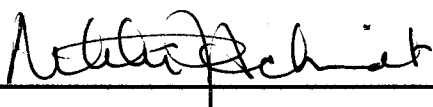


COUNTY OF SAN LUIS OBISPO BOARD OF SUPERVISORS

AGENDA ITEM TRANSMITTAL

(1) DEPARTMENT Auditor-Controller		(2) MEETING DATE March 7, 2006		(3) CONTACT/PHONE Chintana Mainous (805) 781-1927	
(4) SUBJECT Submittal of a cash procedures review at San Luis Obispo County Health Department in San Luis Obispo, Grover Beach, Paso Robles, Morro Bay, and Atascadero clinics, conducted January 27, 30, and 31, 2006.					
(5) SUMMARY OF REQUEST The purpose of our review was to determine compliance with the County Cash Handling Policy and to establish accountability for the cash on hand at the time of the review. The results of our review revealed all cash funds and cash receipts on hand to be in balance at the time of the count. In addition, we verified that the department is applying adequate internal controls over its cash handling functions.					
(6) RECOMMENDED ACTION We recommend that the Board receive and file the report. No departmental response is required.					
(7) FUNDING SOURCE(S) N/A		(8) CURRENT YEAR COST N/A		(9) ANNUAL COST N/A	
(10) BUDGETED? <input type="checkbox"/> YES <input checked="" type="checkbox"/> N/A <input type="checkbox"/> NO					
(11) OTHER AGENCY/ADVISORY GROUP INVOLVEMENT (LIST): None.					
(12) WILL REQUEST REQUIRE ADDITIONAL STAFF? <input checked="" type="checkbox"/> No <input type="checkbox"/> Yes, How Many? _____ <input type="checkbox"/> Permanent _____ <input type="checkbox"/> Limited Term _____ <input type="checkbox"/> Contract _____ <input type="checkbox"/> Temporary Help _____					
(13) SUPERVISOR DISTRICT(S) 1st, 2nd, 3rd, 4th, 5th, <u>ALL</u>			(14) LOCATION MAP <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A		
(15) AGENDA PLACEMENT <input checked="" type="checkbox"/> Consent <input type="checkbox"/> Hearing (Time Est. _____) <input type="checkbox"/> Presentation <input type="checkbox"/> Board Business (Time Est. _____)			(16) EXECUTED DOCUMENTS <input type="checkbox"/> Resolutions (Orig + 4 copies) <input type="checkbox"/> Contracts (Orig + 4 copies) <input type="checkbox"/> Ordinances (Orig + 4 copies) <input checked="" type="checkbox"/> N/A		
(17) NEED EXTRA EXECUTED COPIES? <input type="checkbox"/> Number: _____ <input type="checkbox"/> Attached <input checked="" type="checkbox"/> N/A			(18) APPROPRIATION TRANSFER REQUIRED? <input type="checkbox"/> Submitted <input type="checkbox"/> 4/5th's Vote Required <input checked="" type="checkbox"/> N/A		

(19) ADMINISTRATIVE OFFICE REVIEW <div style="text-align: center;">  </div>	<div style="font-size: 2em; transform: rotate(-15deg);"> B-5 (3-7-06) </div>
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County of San Luis Obispo
Office of the Auditor-Controller
Room D220 County Government Center
1055 Monterey Street
San Luis Obispo, California 93408
(805) 781-5040 FAX (805) 781-1220



GERE W. SIBBACH, CPA
Auditor-Controller
BILL ESTRADA
Assistant

TO: HONORABLE BOARD OF SUPERVISORS

FROM: GERE W. SIBBACH, AUDITOR-CONTROLLER *by BE*

DATE: MARCH 7, 2006

SUBJECT: CASH PROCEDURES REVIEW OF THE CLINICS OF THE SAN LUIS OBISPO COUNTY PUBLIC HEALTH DEPARTMENT IN SAN LUIS OBISPO, GROVER BEACH, PASO ROBLES, MORRO BAY AND ATASCADERO

Summary

We present our report on the cash procedures review of the San Luis Obispo County Public Health Department at the San Luis Obispo, Grover Beach, Paso Robles, Morro Bay, and Atascadero clinics, conducted on January 27, 30 and 31, 2006.

Recommendation

We recommend that the Board receive and file the report. No departmental response is required.

Discussion

The results of our review revealed the cash fund and all cash receipts on hand, in all material respects, to be in balance at the time of the count. In addition, we verified the department is applying adequate internal controls over its cash handling functions.

Other Agency Involvement/Impact

None.

Financial Considerations

The San Luis Obispo County Health Department deposits approximately \$980,000.00 per month.

Results

The Auditor-Controller's program of periodic cash procedures reviews help maintain and improve internal controls and procedures for cash handling by County staff.

BE

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GERE W. SIBBACH, CPA
Auditor-Controller
BILL ESTRADA
Assistant

February 24, 2006

Jess Montoya, Health Agency Director
County of San Luis Obispo Health Department
2191 Johnson Avenue
San Luis Obispo, CA 93408

Dear Mr. Montoya:

On January 27, 30, and 31, 2006 our office conducted a cash procedures review at San Luis Obispo County Public Health Department clinics in San Luis Obispo, Grover Beach, Paso Robles, Morro Bay, and Atascadero.

Purpose

The purpose of our review was to determine compliance with the County Cash Handling Policy and to establish accountability for the cash on hand at the time of the review.

Scope

Our review included physically counting all cash on hand January 27, 30, and 31, 2006 and reconciling the amount to the department's accountability figures. Our review also included an evaluation of internal control over cash receipts and petty cash fund expenditures and reimbursements. Our evaluation of internal control consisted of inquiries of departmental staff, personal observation, and the testing of selected documents and procedures.

Finding and Recommendation

1. CASH FUND

The results of our examination revealed the cash funds and cash receipts on hand, in all material respects, to be in balance at the time of the count.

Recommendation

None

B-S
M

Jess Montoya, Health Agency Director
February 24, 2005
Page 2

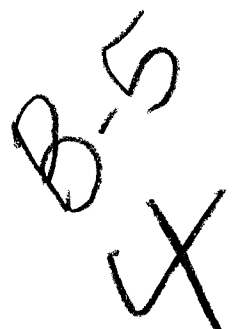
We appreciate the courteous attitude of your staff and the cooperation we received during the course of our review.

Sincerely,

Gere W. Sibbach, CPA
Auditor-Controller

A handwritten signature in cursive script that reads "Bill Estrada".

Bill Estrada
Assistant Auditor-Controller

Handwritten initials "B.S." and a large "X" mark, likely indicating a signature or approval.